

The Housing and Community Development Authority is accepting resumes for a Summer Intern position

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Zach Rice at ZRice@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 601137 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted February 17, 2015

Please see next page for job description.

Job Description

Agency: Indiana Housing and Community Development Authority

Job Title: Summer Intern—Legislative Affairs and Policy Intern

Reports To: Legislative Affairs and Policy Director

Effective Date: May 2016

Summary: Summer interns are exposed to a variety of agency activities and typically have a focus area in which they are assigned. Interns complete specific projects and tasks within that focus area, as well as assist with general office work such as responding to customer and constituent inquiries, meeting preparations, research, etc.

LEGISLATIVE AFFAIRS & POLICY INTERN JOB RESPONSIBILITIES

Provides logistical and program support for an education and outreach effort to encourage dialogue around critical housing and community development issues among practitioners, policy makers, and the communities they serve.

CORE LEGISLATIVE/POLICY PROJECTS

- **Event Management.** The intern will help redefine the purpose and scope, along with being responsible for the planning and coordinating the 2016 Indiana Housing Policy Summit. The event should be tailored for key stakeholders and housing leaders with the goal of higher level policy discussions, problem solving, and the sharing of ideas that advance long-term solutions for the affordable housing industry.
 - Establishes the date, time, location, agenda, and budget for the event. Within established parameters, the intern will seek bids and secure contracts from service providers, including meeting places, caterers, etc.
 - Supervises the entire organization of the event, including speaker preparations, room setup, audio/visual, time management, cleanup, debriefing, and an after action report.
- **Project Management.** The intern will help represent IHCD in a multi-state initiative designed to promote affordable housing. Specifically, the intern will write brief articles on affordable housing projects funded through IHCD's Real Estate Department.
 - In addition to working with members of the IHCD Real Estate Department, the intern will also work closely with the Indiana Affordable Housing Council in order to determine which project should be highlighted.
 - One article will appear in the Midwest Housing Finance Collaborative brochure, which is produced annually and provides an overview of affordable housing developments within the Midwest region and the others will be used for Indiana specific marketing purposes.

ANCILLARY PROJECTS

{ Weatherization Intern-1 }

- **Event Management.** Responsible for organizing, taking notes, and capturing takeaways for an informal half-day meeting with IHCDAs advocacy partners to recap the 2016 legislative session and ways to improve for 2017.
- **Informational Materials.** Aid in updating informational documents for elected officials, including IHCDAs Statewide Economic Impact piece, handouts for the Indiana Affordable Housing and Community Development Fund, Individual Development Accounts, and the Neighborhood Assistance Program.
- **Event Management.** Assist with the planning and execution of the Indiana Housing Conference.
- **IHCDA Magazine.** Help with content creation along with editing/proofing the magazine prior to distribution.
- **Event Attendance.** Attend agency events, trainings, and workshops as support staff when necessary.